

**CITY OF WEST DES MOINES  
PARKS AND RECREATION ADVISORY BOARD  
AGENDA**

**5:30 p.m.  
Thursday, January 18, 2024  
City Hall – City Council Chambers  
4200 Mills Civic Parkway**

**Members of the public wishing to participate telephonically, may do so by calling:  
515-207-8241, Enter Conference ID: 189 093 379#**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of December 21, 2023, Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Motion – Election of Officers
  - B. Motion – Approval of Committee / Liaison Appointments
  - C. Motion – Approval of Recommendation to City Council – Park Naming – Legacy Woods
  - D. Alternate Parkland Dedication Plans
    1. Cross Creek
- 6. Staff Reports**
  - A. Superintendent of Parks
  - B. Superintendent of Recreation
  - C. RecPlex General Manager
  - D. Director of Parks & Recreation
- 7. Other Matters**
- 8. Receive, File and/or Refer**
  - A. City Council Communications
  - B. Parks CIP Project Status

The City of West Des Moines is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required please contact the City Clerk's office at least 48 hours in advance, at 222-3600 to have accommodations provided.

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, December 21, 2023**

Members of the public wishing to participate telephonically, could do so by calling: 515-207-8241 and entering Conference ID: 189 093 379#

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, December 21, 2023, at 5:31 p.m. by presiding Chair Miller.

<b>Commission</b>	Heather Schebel	Joe Hrdlicka <i>Secretary</i>	Jim Miller <i>Chair</i>	Aaron Sewell	Linda Lowe <i>Vice-Chair</i>
<b>Present</b>	X	X	X	X virtually	X

<b>Commission</b>	Melissa Clarke-Wharff	Kathleen Till Stange
<b>Present</b>		X

<b>Staff &amp; Council</b>	Ryan Penning <i>Director of Parks &amp; Recreation</i>	Marco Alvarez <i>Superintendent of Parks</i>	Laura Murphy <i>Superintendent of Recreation</i>	Shayne Ratcliff <i>General Manager of RecPlex</i>	Miranda Kurtt <i>Administrative Secretary</i>
<b>Present</b>	X	X virtually		X	X

<b>Staff &amp; Council</b>	Greg Hudson <i>Council Liaison</i>
<b>Present</b>	

**On Item 1. Call to Order/Approval of Agenda**

Schebel moved to approve the agenda as presented. Lowe seconded. Motion carried unanimously.

**On Item 2. Citizen Forum**

None.

**On Item 3. 3. Approval of Minutes of November 16, 2023, Meeting**

Schebel moved to approve the minutes as presented. Till Stange seconded. Motion carried unanimously.

**On Item 4 Old Business**

None.

**New Business**

**On Item 5A. – Motion – Approval Recommendation to City Council – Adjustment of Fees and Charges – MidAmerican Energy Company RecPlex**

Penning stated staff evaluates fees throughout the year and typically makes recommendations and adjustments twice annually. Ratcliff provided an updated document to the Board with corrected fee rates. Ratcliff stated that fees are reviewed annually to ensure rates and fees cover the cost associated with utilities, staffing, and programs. This review provides an opportunity to compare fees and rates with other area facilities to ensure the facility is comparable in price. Ratcliff reviewed the fee changes with the Board. The drop-in pickleball courts were set at 12 players per court when originally implemented. The rates will increase and there will be eight players allowed per court which will provide a more playing time for each player. Till

Stange questioned if there is anticipated push back. Ratcliff stated he doesn't anticipate any push back. Miller questioned if the facility receives revenue for political usage. Ratcliff stated that there is not. Penning commented that state law states if the facility is selected, it is required to host the event. Schebel questioned the daily rate for the court and turf rentals. Ratcliff stated this rate should be hourly and the document will be updated. Lowe questioned the batting cage usage and what the reasoning is for not increasing the rate. Shayne stated that it is heavily used from January through June and in the fall, it is used by soccer groups. This area is also used for RP Kids and other internal programs.

Hrdlicka moved to approve the Recommendation to City Council – Adjustment of Fees and Charges – MidAmerican Energy Company RecPlex with the updated document provided. Schebel seconded. Motion carried unanimously.

**On Item 5B. – Motion – Approval of Parks Special Event Policy**

Penning stated that this policy was presented to the Board in April 2022. A modification is being requested to add the following: *For all other applicants, consideration will be evaluated by the Director of Parks and Recreation or their designee.* This addition will provide the director or designee the power to review special event applications that do not follow the original requirements. This addition to the policy will provide the department the opportunity to review applications that will have a positive economic impact for West Des Moines.

Schebel moved to approve the Parks Special Event Policy as presented. Till Stange seconded. Motion carried unanimously.

**On Item 5C. – Alternate Parkland Dedication Plans**

**1. Woodland Estates**

Alvarez stated that this is an update from the original plan presented to the Board in 2021 and was approved. This development is currently serviced by Woodland Hills Park. The developer is increasing the number of units from 67 to 81 which increases the amount of parkland that needs to be dedicated. The original dog park will now be open green space with mown hiking trails.

Lowe moved to approve the Alternate Parkland Dedication Plans – Woodland Estates as presented. Schebel seconded. Motion carried unanimously.

**Staff Reports**

**On Item 6A. Superintendent of Parks**

Alvarez stated that the Athene Pedestrian Bridge construction is making great process due to the favorable weather. There is also work being done on the Holiday Park Renovation Project Phase 8. Alvarez has received confirmation that the new secondary signage will be installed at all parks this week. The department has requested funding from the Finance and Administration Committee for the Valley View Grading and Parking Lot Project, First Street River Access Project, Pearson Park Bridge Replacement Project, and Southwoods Park Singletrack Trail Phase 2 Project. By requesting the funding at this time, the department get quotes and bidding completed before the expenses increase. The Finance and Administration Committee was in favor of this request. The Parks and Recreation Department was awarded a \$16,000 REAP Education Grant. This will help fund educational signs that will be designed for recently completed green infrastructures. This was a joint project with Engineering. The Parks and Recreation Department is coordinating with Public Services to manage invasive vegetation at Willow Springs Park, Pearson Park, Southwoods Park, and First Street river access.

Till Stange questioned why new park signage is being requested and installed. Alvarez stated the new signs complement the main park signage and are secondary signage that will be placed at the secondary entrances and at the beginning of trails. They will provide information regarding the park and the rules and regulations.

**On Item 6B. Superintendent of Recreation**

Penning stated that there were several events held recently. These included: Winter’s Eve, Breakfast with Santa, Holiday Lights Tour, and Youth Handmade Market in Valley Junction. The Public Arts Advisory Commission had a dedication of their newest permanent art piece at the Valley Junction restroom building. Aquatic positions were posted last week and currently there are 20 applications submitted. There is a \$.75 increase for the lifeguard wage. The Arts, Culture, and Enrichment Coordinator position has been posted. The deadline is January 4 with the goal for a late February/early March start date.

**On Item 6C. RecPlex General Manager**

Ratcliff stated that this is the busiest season for the facility. There have been numerous activities in November and December that included: 53 birthday parties, 10 tournaments, an overnight church event, five holiday parties, and filmed two commercials featuring Caitlin Clark. The two Skate with Santa events were a big hit with 170 participants. For January, the staff is working on the final details of the City’s MLK Day event which will host over 300 people and later that day after a literal 15-minute changeover period, staff set up for another 1,500 people to attend the Dallas County Republican Caucuses. Sewell questioned how the new Food Services and Concessions Coordinator transition is going. Ratcliff stated that things are going great. Penning stated they ordered equipment for the other locations in preparation of the summer season.

**On Item 6C. Director of Parks and Recreation**

Penning stated a request was made to highlight one thing our department accomplished in 2023 and that we are proud of. He replied with the following:

Overall: \$41.8 million economic impact between four sports complexes (Holiday Park Baseball, Holiday Park Girls Softball, Raccoon River Park Softball Complex and the RecPlex)

Parks Division: Increased the inclusivity of our playgrounds and became a more welcoming community. Playgrounds at Raccoon River Park, Willow Springs Park, Peony Park, and Scenic Valley Park were all renovated with a focus on inclusivity. The feedback we’ve received has been overwhelming and demonstrates the positive impact that these improvements have in our community.

Recreation Division: 12,634 program registrations. This speaks to our wide range of recreational offerings for people of all ages, abilities, and interests.

MidAmerican Energy RecPlex: 1 million visitors! Our goal from day one has been to reach the masses and the data from this past year show how wide and diverse our events have ranged to accomplish that number of visitors.

Penning thanked the Board and staff for all their work and support this year.

**On Item 7. Other Matters**

None.

**On Item 8: Receive, File and/or Refer:**

A. City Council Communications

November 20, 2023 Resolution – Accept Work – Raccoon River Park Playground Replacement

- November 20, 2023      Motion – Approval of Contract – Valley View Aquatic Filter Media Replacement
- November 20, 2023      Motion – Approval of Contract – Holiday Park Aquatic Filter Media Replacement
- December 4, 2023      Resolution – Approving and Ratifying Fees and Charges – Effective January 1, 2024
- December 4, 2023      Motion – Approval of Professional Services Agreement Amendment #4 – Raccoon River Greenway, Parking Lot and River Access at 1<sup>st</sup> Street
- December 4, 2023      Motion – Renewal of License Agreement – BCycle Bike Share Station – Des Moines Street Collective
- December 4, 2023      Motion – Approval of Professional Services Agreement Amendment #1 – 2023 Court Improvement Design

B. Parks CIP Projects Status

Schebel moved to adjourn the meeting. Lowe seconded. Motion carried unanimously. Meeting adjourned at 6:10 p.m.

Respectfully submitted,

\_\_\_\_\_  
 Miranda Kurtt  
 Executive Assistant to Director

\_\_\_\_\_  
 Date

ATTEST:

\_\_\_\_\_  
 Joe Hrdlicka  
 Secretary

\_\_\_\_\_  
 Date

**CITY OF WEST DES MOINES  
PARKS AND RECREATION ADVISORY BOARD  
MEETING COMMUNICATION**

**DATE:** January 18, 2024

**ITEM:** Election of Board Officers

**FINANCIAL IMPACT:** None at this time

**SYNOPSIS:** The Parks and Recreation Advisory Board elects officers every two years or to fill vacancies. Officers take office immediately following the election. Offices are as follows for 2024:

Chair  
Vice-Chair  
Secretary

**BACKGROUND:**

**RECOMMENDATION:** That the Board nominate and hold the election of officers.

**Prepared by:** Ryan Penning, Director of Parks and Recreation

**Approved for Content by:** Ryan Penning, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Ryan Penning, Director of Parks and Recreation

**CITY OF WEST DES MOINES  
PARKS AND RECREATION ADVISORY BOARD  
MEETING COMMUNICATION**

**DATE:** January 18, 2024

**ITEM:** Committee / Liaison Appointments

**FINANCIAL IMPACT:** None at this time

**SYNOPSIS:** The Chair of the Parks and Recreation Advisory Board, with the members' consent, appoints committee members every year at the January meeting for the following positions (current members):

City Council Liaison – Chair (Jim Miller)

School Board Liaison – Chair Jim Miller)

Facilities Committee – 2 members (Linda Lowe / Heather Schebel)

Des Moines Area Trails and Greenways Committee – 1 member (Melissa Clarke-Wharff)

Friends of West Des Moines Parks & Recreation Liaison – 1 member (Joe Hrdlicka)

**BACKGROUND:** The Facilities Committee makes recommendations to the full board on facility issues, such as facility fees, policies, requests for use, park use agreements, and park plans. The Des Moines Area Trails and Greenways Committee is a Metro area trails advocacy group.

**RECOMMENDATION:** That the Chair appoint and Board approve the members of the Facilities Committee, member of the Des Moines Area Trails and Greenways Committee, and liaison to Friends of West Des Moines Parks & Recreation.

**Prepared by:** Ryan Penning, Director of Parks and Recreation

**Approved for Content by:** Ryan Penning, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Ryan Penning, Director of Parks and Recreation

**WEST DES MOINES PARKS & RECREATION ADVISORY BOARD  
MEETING COMMUNICATION**

**DATE:** January 18, 2024

**ITEM:** Motion – Approval of Recommendation to City Council – Park Facility  
Naming - Legacy Woods

**FINANCIAL IMPACT:** None at this time.

**SYNOPSIS:** The Board is asked to consider naming a park facility located on City-owned property at 2001 Fuller Road. The City purchased the property from I2 Tech, L.L.C back in June 2023, before that, the site was locally known as the Nazarene Church Camp property. The proposed project is located near the Historical Jordan House and will preserve and showcase the historical significance of the area. The project is dedicated to preserving Iowa’s natural heritage and creating a vibrant community space. The site will inspire, educate, and connect our community with the beauty of Iowa’s natural landscapes.

This is a public-private partnership that has established a Planning Committee for the project consisting of representatives from the private sector, Historical Society staff and board members, and City staff. Significant research has gone into the name, Legacy Woods, and the planning committee has unanimously approved the name.

Two significant pledges have already been made to the project and a fundraising committee will be seeking both monetary and in-kind donations in the near future. The Planning Committee along with City Staff believe in order to run a successful fundraising campaign, a park facility name, should be established and communicated with other fundraising content.

According to the Naming Policy, the policy allows for recommendations to be made to the Park Board for consideration. Because of the timing with the fundraising efforts and approval from the Planning Committee, the exception to the policy is being used. If approved by the Board, the item will be taken to the City Council for final approval.

**BACKGROUND:**

**RECOMMENDATION:** The Facilities Committee recommends approval of the name “Legacy Woods” to Council.

**Prepared by:** Ryan Penning, Director of Parks and Recreation

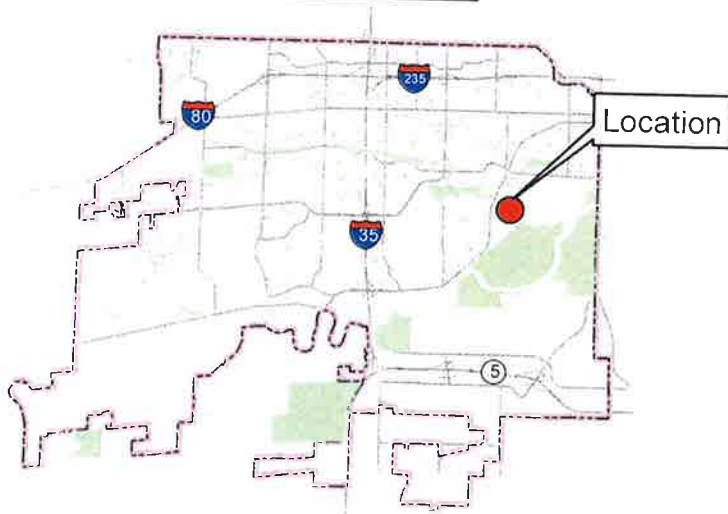
**Approved for Content by:** Ryan Penning, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Ryan Penning, Director of Parks and Recreation



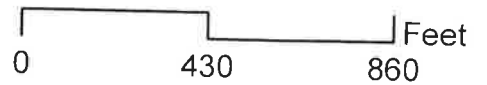


**VICINITY MAP**



**LEGEND**

 Existing Park & Greenway



PROJECT:

**PARK FACILITY NAMING**

LOCATION:

**FULLER ROAD AND GRAND AVENUE**

DRAWN BY: **MAA**

DATE: **1/11/2024**

PROJECT NO.:

## WEST DES MOINES PARKS & RECREATION ADVISORY COMMITTEE MEETING COMMUNICATION

**DATE:** January 18, 2024

**ITEM:** Motion – Approval of Alternate Plans for Parkland Dedication – Cross Creek


**FINANCIAL IMPACT:** None.

**SYNOPSIS:** The Board is asked to consider an alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for Cross Creek, a proposed single-family development located at 2475 SE 1<sup>st</sup> Street (See Vicinity Map). The development will be served by a future neighborhood park (to be named) in the Browns Woods Estates development. The Cross Creek development consists of 23 single-family units which results in a requirement of 0.41 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer has chosen to provide improvements to a future offsite park that will serve this development. At the time that the future park is developed, staff will work with the developer to provide an amenity that will fulfill the terms of the parkland dedication agreement. This amenity will serve a park and recreational purpose for the residents of this development by providing improvements to this future park (see Attachment B). To ensure fulfillment of the agreement, the developer will be required to provide a surety bond for the future public improvement. As this is not a dedication of land, the alternate plan must be reviewed and approved by the Board.

**BACKGROUND:** Staff reviews every development application that is submitted to the city and works with developers to ensure satisfaction of the City's parkland dedication ordinance requirements. Sometimes factors exist that limit the typical dedication of land for neighborhood parks and greenways as shown on the Parks and Trails Master Plan. City code allows for an alternate plan to be developed that directly and proportionately benefits the development by satisfying parkland and/or recreational facility needs of the development's residents. Alternate plans are required to be reviewed by the Parks and Recreation Advisory Board which shall make a recommendation to the Plan and Zoning Commission or City Council.

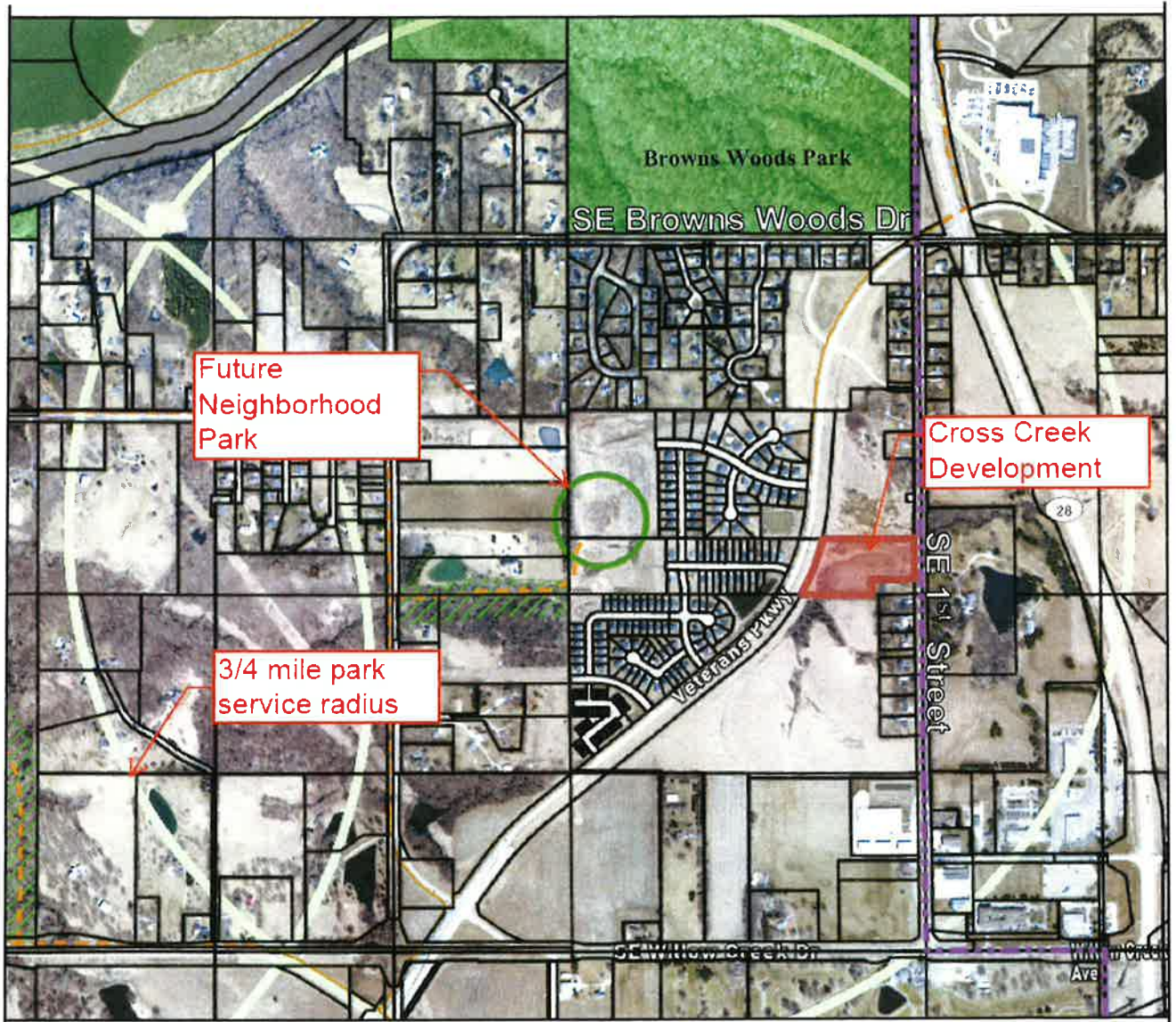
**RECOMMENDATION:** Staff recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Cross Creek.

**Prepared by:** Marco Alvarez, Superintendent of Parks 

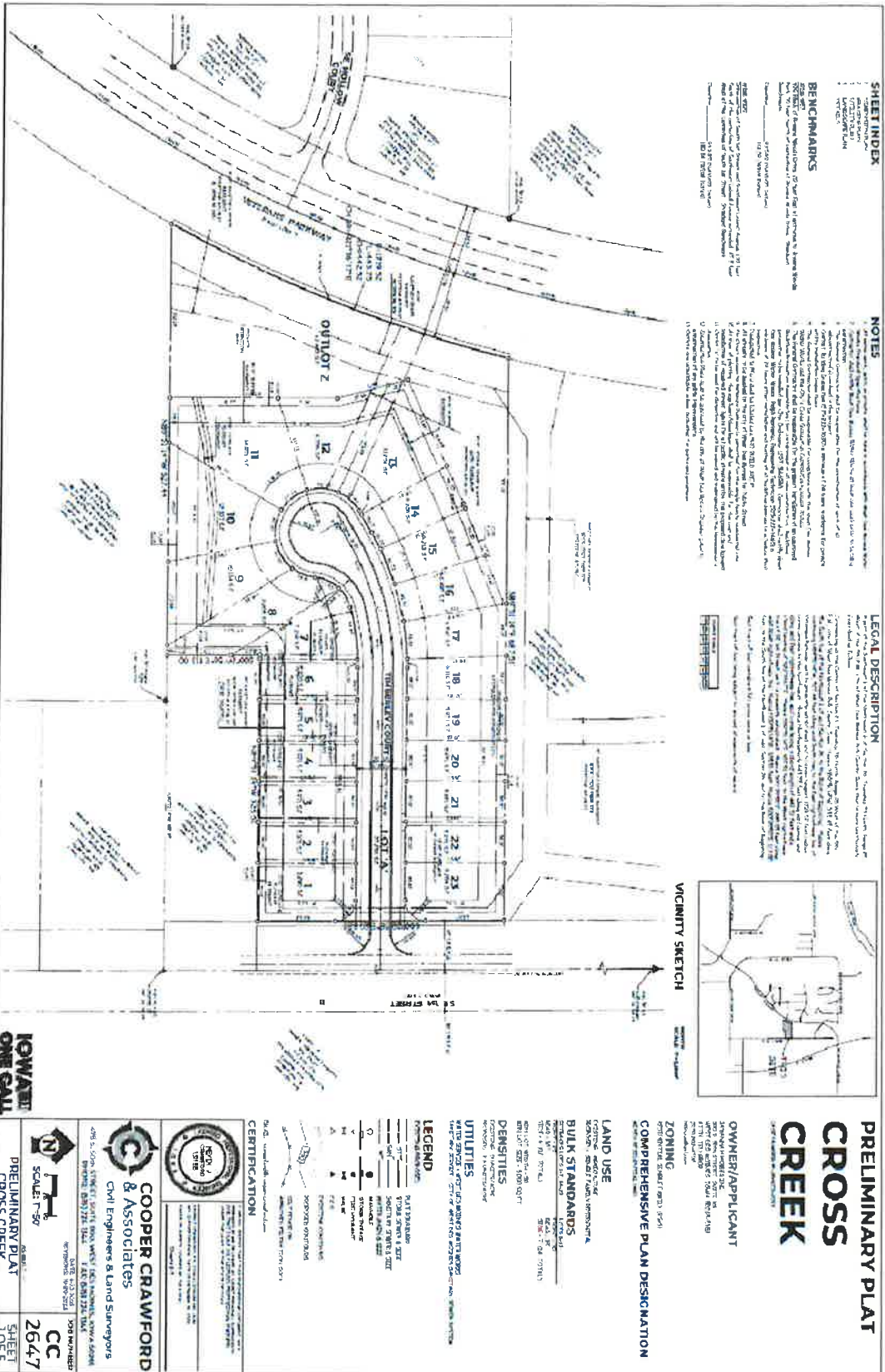
**Approved for Content by:** Ryan Penning, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Ryan Penning, Director of Parks and Recreation

# VICINITY MAP



# PRELIMINARY PLAT - CROSS CREEK



### SHEET INDEX

1. PRELIMINARY PLAT - CROSS CREEK  
 2. PRELIMINARY PLAT - CROSS CREEK  
 3. PRELIMINARY PLAT - CROSS CREEK

### BENCHMARKS

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### NOTES

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### LEGAL DESCRIPTION

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### VICINITY SKETCH



## PRELIMINARY PLAT

# CROSS CREEK

## OWNER/APPLICANT

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### LEGEND

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## ATTACHMENT A

### PARKLAND DEDICATION REQUIREMENTS

1/10/2024

Project Location:    Developer:

**Cross Creek -**            Savannah Homes Inc -  
**2475 SE 1st Street**    Ted Grob

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Home	23	2.90	66.7			
<b>TOTAL</b>	<b>23</b>		<b>66.7</b>			
<u>Single Family Attached</u>						
Description: Townhome/Condos	0	1.63	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<u>Multifamily Unit</u>						
Description: Apartments	0	1.73	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<b>TOTAL POPULATION</b>			<b>66.7</b>	0.0667	2.39	3.76
<b>Park Dedication (Acres)</b>			<b>0.16</b>			
<b>Greenway Dedication (Acres)</b>			<b>0.25</b>			
<b>TOTAL DEDICATION (Acres)</b>			<b>0.41</b>			

**Notes: Calculations taken from preliminary plat submittal on 10/20/2023**

To provide for the parkland dedication requirements, the developer has chosen to construct public improvements to recreational facilities that serve this development. The improvements would include a future improvement(s) to public park (to be named) in the Browns Woods Estates Preliminary Plat Outlot Y development. Possible park improvements are listed below. Timing of park is unknown at this time. Surety will need to be provided for the future public improvements at the public park.

**Requirements:**

Total Dedication Requirement	0.41	Acres
x sales price per acre (\$365,000/6.376 AC)	\$57,245	
<b>Deficient acreage in dollars</b>	<b>\$23,470</b>	

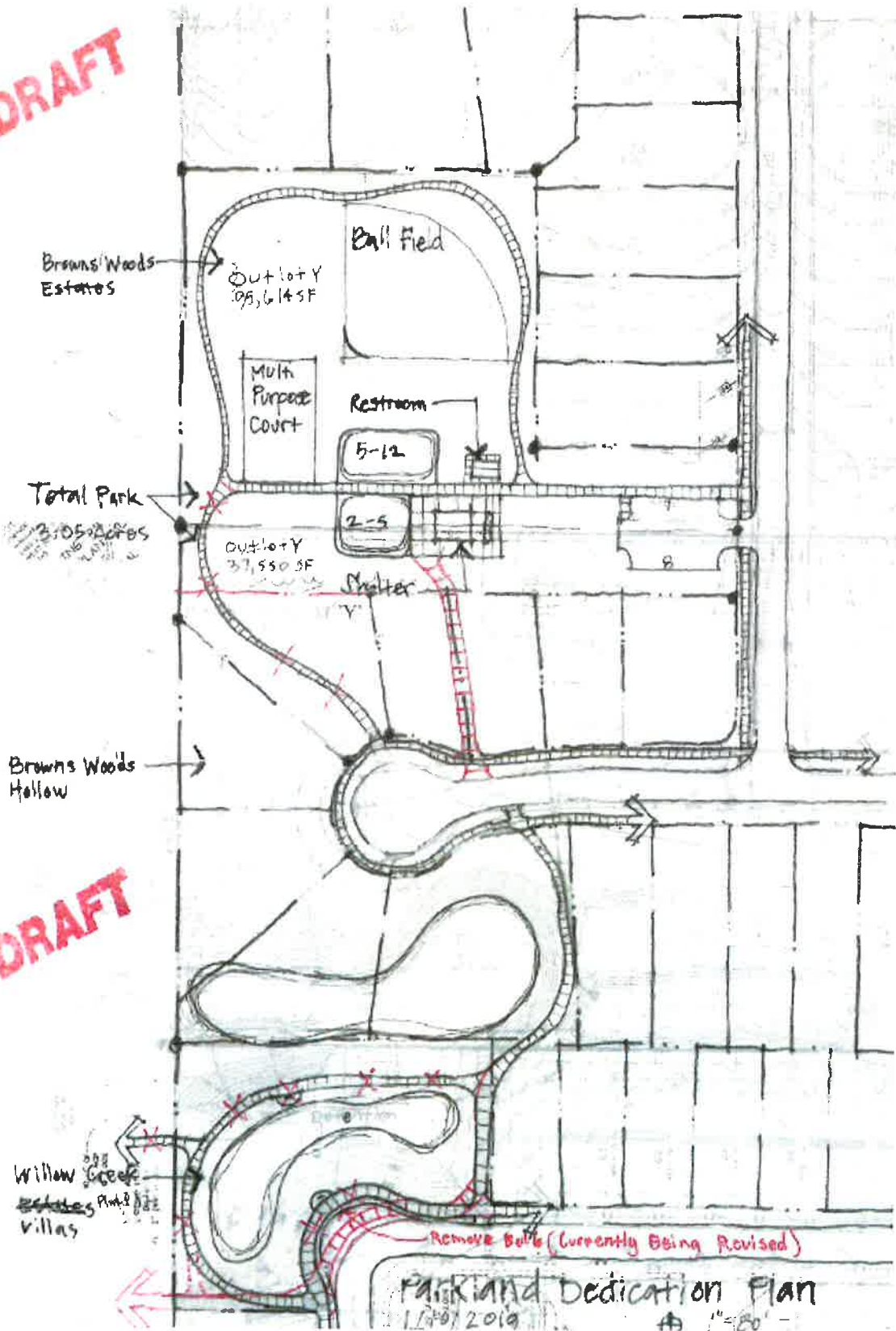
**Proposed alternatives to fulfill requirements**

The developer to construct a public improvement to the park serving this development for deficient acreage in dollars. The future public park is located in Browns Woods Estates Preliminary Plat Outlot Y (future park to be named). Possible future improvements at this park include:

<u>Description</u>	
Parking Lot	\$ TBD
Paved Trail	\$ TBD
Shelter	\$ TBD
Multi Use Court	\$ TBD
Basketball Goal	\$ TBD
Baseball Backstop	\$ TBD

ATTACHMENT B

DRAFT



DRAFT

Parkland Dedication Plan  
1/19/2019 1"=80'

**CITY OF WEST DES MOINES  
CITY COUNCIL MEETING COMMUNICATION**

**DATE:** January 16, 2024

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Valley View Park Central Grading and Pickleball Parking.

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the base project is \$990,455.80 with (3) add alternates totaling \$157,326.50. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 23-24 Valley View Park Grading, Utilities, and Pickleball Parking Construction project account (0525 033.0510 040 2023), available funds from FY 22-23 Valley View Park Pickleball Court Lighting, Trails, and Futsal Mini-Pitch project account (0510 033.0510 038 2022) and future funds in FY 24-25 Valley View Park Grading, Utilities, and Pickleball Parking project. The total amount currently available for construction is \$1,126,500. The available amount will also be covering construction administration, resident services, and testing for the project estimated at \$98,000 as part of a future contract.

Staff is recommending the anticipated budget gap of \$119,282.30 be covered using requested funds for the Valley View Park project in the FY 24-25 CIP budget. This project was reviewed and ranked #2 of 18 park projects by the Parks Advisory Board. Staff is also requesting that remaining funding for this project be accelerated and approved ahead of final approval of the overall FY 24-25 CIP budget. By ordering construction now, staff feels that more competitive bids will be received and allow the project to be completed within the calendar year. This request was presented to the Finance and Administration Committee at their December 6, 2023 meeting. City Council members in attendance were in support of the request. By approving ordering construction, the Council will also be approving funding of the project in the FY 24-25 CIP budget.

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, February 7, 2024, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, February 19, 2024. The contract would be awarded on Monday, February 19, 2024, and work would begin shortly thereafter. This project is scheduled to be completed in fall of 2024.

This resolution is for site grading of the central area, installation of utilities to support a future restroom facility near the pickleball complex, and paving of a parking lot to provide additional parking for the pickleball complex. This project is being coordinated with the design of a future shelter and restroom facility that would be located immediately east of the pickleball court complex. Three (3) add alternates are included to add segments of trail connecting the pickleball complex to other areas of the park including a new trail connection to the neighborhood immediately north of the park.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:** That the Council approve the Resolution.

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks



# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 16, 2024

**ITEM:** Motion – Approval of REAP Education Grant Agreement

**FINANCIAL IMPACT:** Grant revenue of \$15,932.00 for development, procurement, and installation of educational signage at various locations throughout the city. There is no city match associated with the Grant however staff will be providing in-kind services to design and install the signage.

**BACKGROUND:** A grant application for City-wide stormwater education and pollinator habitat educational signage was submitted in October to the Iowa Department of Natural Resources for funding through the Resource Enhancement and Protection (REAP) Conservation Education Program following approval by the Grant Review Team. The grant application was a collaborative effort between Engineering, Public Services and Park & Recreation staff to provide a network of high-quality signage to educate, inspire, and celebrate pollinator habitat and stormwater best-management practices currently being implemented throughout the city. The proposed signage will artfully explain how these stormwater BMPs function, provide pollinator habitat, and how the community can participate to clean our water and make our city more resilient and sustainable.


A total of forty-seven (47) signs will be installed within sixteen (16) locations throughout the city. Majority of signs will be installed within a park in addition to City Campus and Valley Junction Business District. The signs will consist of thirty-five (35) 12"x18" aluminum signs mounted on posts that highlight a pollinator habitat location. The remaining twelve (12) signs will consist of 36"x24" panels mounted on a low-profile exhibit frame that highlight a particular stormwater best management practice. Signs will be designed over the summer for installation by Fall of 2024.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the REAP Education Grant agreement for educational signage throughout the city.

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks 

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation 
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, Assistant City Attorney
Agenda Acceptance	

<b>PUBLICATION(S)</b> (if applicable)	
Published In	
Dates(s) Published	

<b>SUBCOMMITTEE REVIEW</b> (if applicable)	
Committee	N/A
Date Reviewed	



# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 16, 2024

**ITEM:** Motion – Approval of Agreement – Chartered Bus Services – Busco Inc. (dba Arrow Stage Lines, LLC)

**FINANCIAL IMPACT:** Expense of approximately \$20,000 annually from the Parks and Recreation operating budget. Expense is offset by program fee revenue.

**BACKGROUND:** West Des Moines Parks and Recreation offers chartered bus trips throughout the year. Trips have included visits to local, state, and regional locations including Clear Lake, Davenport, Iowa City, St. Louis, and Minneapolis. The chartered bus services for both overnight and non-overnight trips to accommodate the City public programs.

An RFP was distributed in January 2020 for chartered bus services. The RFP was sent to several vendors, and a public notice was published. The City received two proposals and accepted the proposal from Busco Inc. (dba Arrow Stage Lines, LLC) in July 2020. The agreement was in place for three years and a renewal option was included. Busco Inc. will serve as the transportation provider on an independent contract basis. Staff feel confident that Busco Inc. will continue to provide safe, appealing, and efficient busses, while providing excellent customer service to the participants.

The proposed agreement is for three-year agreement commencing on January 16, 2024, and ending on December 31, 2026.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:** That the Council approve the agreement with Bosco Inc.

**Lead Staff Member:** Jodie Weeks, Recreation Program/Facility Supervisor

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, Assistant City Attorney
Agenda Acceptance	

**PUBLICATION(S)** (if applicable)

Published In	Des Moines Register
Dates(s) Published	January 17, 2020

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 2, 2024

**ITEM:** Resolution – Authorizing Application for Transportation Alternatives Program (TAP) Grant Funding – Des Moines Area Metropolitan Planning Organization

**FINANCIAL IMPACT:** Potentially up to \$600,000.

**BACKGROUND:** The Des Moines Area Metropolitan Planning Organization (MPO) is accepting Transportation Alternatives Program (TAP) aka Surface Transportation Block Grant (STBG) Set-Aside applications from member governments. Applications are due January 5, 2024. The MPO will evaluate applications and announce grant funding recommendations in March 2024 for Federal Fiscal Year 2028.



The TAP grant application is for the Raccoon River East Greenway Trail project that would extend a paved trail from Raccoon River Park to 1<sup>st</sup> Street within a greenway corridor. The Raccoon River East Greenway Trail would form a portion of the Five Waters Marathon Loop Trail as well as create a new 10K loop that would include the Levee and Raccoon River Park trails. The total estimated cost of the project is \$1,725,000 including design, construction, resident services, and contingency.

The TAP program requires the recipient of funds to commit non-federal matching funds equal to at least 20% of the total project cost. No City funding for the project has been budgeted to date. \$250,000 is being requested for design and engineering in the FY 24-25 CIP program. The City's remaining share for construction would be budgeted as part of a future CIP request with the intent to construct the improvements in 2027-2028. The application currently indicates the City would commit 65% of the funds to the project. The City would potentially be able to reduce its share of the project by applying for an additional TAP funding as part of FFY 2029 request. This item was distributed and approved by the Grant Review Team on December 18, 2023.

**RECOMMENDATION:** That the Council authorize staff to file an application for the listed project and that the Council authorize the Mayor and the City Manager to act on the City's behalf in filing the application, approve the indicated priority and match amounts for the project, and agree to maintain the completed project for at least twenty years, as indicated in the proposed resolution.

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks 

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation 
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Assistant City Attorney, Greta Truman
Agenda Acceptance	

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	Grant Review Team		
Date Reviewed	12/18/23		
Recommendation	<b>Yes</b>	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 2, 2024

**ITEM:** Woodland Estates Development – Approval and Acceptance of Parkland Dedication Agreement – Silo 9 Plat 1, LLC

Resolution – Approval and Acceptance of Parkland Dedication Agreement

**FINANCIAL IMPACT:** Undetermined



**BACKGROUND:** The Council approved the Woodland Estates Development Plat 1 on February 21, 2022 and Plats 2 & 3 on December 18, 2023. As part of the review and approval of any development application containing residential development, parkland dedication is required to provide for recreational opportunities for the residents of this development. Approval of the Woodland Estates Plat 1 Final Plat included a condition of approval requiring the provision of the executed Parkland Dedication Agreement with the plat which contains the park ground, which would have been Plat 3. Changes to the terms of the original agreement in regard to the total number of lots within the subdivision and the amenities to be provided have been made that required the agreement be re-presented to the Parks Board for their consideration. The Parkland Dedication agreement was previously presented to the Park and Recreation Advisory Board at their September 21, 2021 meeting and was re-presented with the updated terms to the Board at their December 21, 2023 meeting and recommended approving.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:** That the Council adopt a resolution approving and accepting the Woodland Estates Parkland Dedication Agreement

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks 

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks and Recreation 
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Jessica Grove, Assistant City Attorney
Agenda Acceptance	

**PUBLICATION(S)** (if applicable)

Published In	N/A
Dates(s) Published	N/A

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

## CITY COUNCIL MEETING COMMUNICATION

**DATE: January 2, 2024**

**ITEM:** Resolution Approving and Ratifying Fees and Charges – Effective January 2, 2024

**FINANCIAL IMPACT:** Utilizing usage statistics from FY23 the proposed rates and fees would result in an additional \$43,150 in revenue to the RecPlex for FY25.

**BACKGROUND:** Staff evaluates fees throughout the year and typically makes recommendations and adjustments twice annually. Fees are adjusted on July 1 at the start of the fiscal year and on January 1 at the beginning of the calendar year. Park Board approved these fees on Thursday, December 21 with a Recommendation to Council for final approval. Fees have gone to Finance and Administration in the past but because of the cancellation for the December 20 meeting, they did not this time. Contract for the upcoming year will be going out in early January so it's imperative these get approved at the beginning of the new year.

The Parks and Recreation Department is proposing the following adjustments:

### MidAmerican Energy Company RecPlex Charges and Fees

Type	Current	Proposed	Last Changed
<b>Ice Rental</b>			
Ice Rental – In Season (October – March)	\$285.00/HR	\$295.00/HR	2023
<b>Court Rental</b>			
Full Court Rental – 1 BB/2 VB (Year-Round, All Day)	\$48.00/HR	\$50.00/HR	2023
<b>Outdoor Turf Rental</b>			
Outdoor Field Rental – Full Field (Year-Round, All Day)	\$80.00/HR	\$82.00/HR	2023
<b>Pickleball Court Rental</b>			
Court Rental – Per Hour/Per Court (Red/White/Grey)	\$18.00/HR	\$20.00/HR	2023
<b>Drop-in Fees</b>			
Drop-in Pickleball (Eight players per court)	\$3.00/per session	\$5.00/per session	2021
<b>Birthday Parties</b>			
Esports Party – Additional Participant	\$5.00	\$10.00	2021
Skating Party – Additional Participant	\$15.00	\$20.00	2021

**Rental Rates**

Rental rates are reviewed regularly to ensure the RecPlex remains competitively priced among comparable facilities within the area while balancing the expectation that revenues derived from rates and fees must cover all operating expenses at the facility.

The proposed rate adjustments will provide an increase in revenue to help offset increases in building operations primarily comprised of staffing, utility, and general operational costs. The proposed adjustments will not create unrealistic year-over-year increases to the many user groups that call the RecPlex home and will remain reasonable for all user demographics.

**Birthday Parties**

The proposed adjustment to the additional participant fee is consistent with increases in cost for the Esports and Skating parties that were approved in the past. The rate reflects the additional charges to add-on a participant to the base package which is currently 11 kids per party.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** Approve and ratify the updated list of Consolidated City Fees and Charges with all changes effective July 1, 2024

**Lead Staff Member:** Shayne Ratcliff, RecPlex General Manager

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, City Attorney
Agenda Acceptance	<i>RP</i>

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s)	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	
Date Reviewed	
Recommendation	

Parks & Recreation CIP Status

1/3/2024

Budgeted	Project	Location	Funding Source	Budget Amount	Status						Status	Contract Completion	Notes		
					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)				Retainage Paid	
Construction/Design In Progress or Nearly Finalized															
18/19	Raccoon River East Pedestrian Bridge Design	Raccoon River Park	GO	\$ 300,000								Under Contract	N/A	Contractor will be working on bridge piers through winter.	
20/21			LOST	\$ 345,000	X	X	X	X	X						
23/24			multiple	\$ 6,000,000										LOSST, Bonds backed by LOSST, Grants, and Outside Contributions	
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X			X			Complete		At grade creek crossings completed week of 9/25. Will allow for future expansion of trail system.	
19/20	Disc Golf Course Renovation	Southwoods Park	GO	\$ 30,000								Substantially Complete		Baskets installed in June and course is open for play. Staff currently working with vendor on installation of permanent signage on course.	
22/23	Disc Golf Course Expansion		GO	\$ 75,000	X	X			X						
20/21	Central Area (Restroom/Playground) Master Plan Update	Raccoon River Park	GO	\$ 75,000	X	X						Work Accepted	10/1/2023	Work accepted on 11/20/23. Retainage to be released following 30 days.	
21/22	Demo, Inclusive Playground, Central Area Improvements (Design/First 1/2 of construction)		GO	\$ 750,000											
22/23	Demo, Inclusive Playground, Central Area Improvements (Remainder of funding)		GO	\$ 1,250,000	X	X	X	X	X	X					
20/21	Creek Stabilization/Crossing & Parking Lot Design	Crossroads Park	GO	\$ 75,000	X	X						Substantially Complete	6/1/2022	All work substantially complete / partial retainage being held until reseeding of non-conforming areas can be completed in Fall.	
21/22	Creek Stabilization/Crossing & Parking Lot Construction		GO	\$ 600,000											
21/22	Concrete Pavement Renovation		GO	\$ 100,000	X	X	X	X	X	X					
20/21	Fencing/Signage/Repairs	Huston Cemetery	GO	\$ 50,000	In-House	In-House						Complete		Sidewalk improvements were recently completed. Remaining funds not sufficient to cover fencing and signage improvements. Additional funding is being requested in FY 24-25 CIP request.	
20/21	Diving Platform	Valley View Aquatic Center	GO	\$ 200,000	X	X	X	X	X			Substantially Complete	3/31/2023	Project is substantially complete. Waiting on State inspector to review in Spring prior to accepting work.	
20/21	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House	X	X	X			Under Construction	6/2/2023	Contractor resumed installation of signs week of 12/18.	
21/22	Park Signage-Phase 3		GO	\$ 170,000	In-House	In-House	X	X	X						
21/22	2021 Concrete Trail Renovation	Various	GO	\$ 300,000	X	X	X	X	X	X		Substantially Complete	11/30/2022	All work substantially complete; holding retainage until seeding is established.	
21/22	1st Street River Access (Design)	Raccoon River Greenway	LOSST	\$ 100,000	X	X						Under Design	N/A	Master plan of area has been completed. Final design of river access and parking lot will be starting. (2) grants have been secured for project. REAP Grant (\$200k) and DNR Cost Share Program (\$75k). Pending grants include MidAm Regional Fund (\$125k).	
22/23	Play Equipment Replacement (Design)	Crossroads, Jaycee, Kiwanis	GO	\$ 150,000	X	X						Under Construction	N/A		
23/24	Play Equipment Replacement (construction)	Crossroads, Jaycee, Kiwanis	GO	\$ 1,300,000	X	X	X	X	X			Under Construction		Project was awarded including add-alternate for replacing equipment at Kiwanis Park. Construction will begin in Spring 2024.	
22/23	Sugar Creek Greenway Trail-Phase 2 (Design)	Stagecoach to Mills Civic	GO	\$ 125,000	X	X						Under Design	N/A	in design.	
22/23	Parking Lot/ Grading/ Utilities (Design)	Valley View Park	GO	\$ 200,000	X	X						Under Design		PSA approved at 7/17 Council. Intent is to bid project in January 2024.	
23/24	Holiday Park Baseball Phase 8 - Parking Lot and Entry (design and construction)		GO	\$ 1,300,000	X	X	X	X	X			Under Construction	N/A	Contractor has mobilized to site and has completed grading and utility work. Work has been paused for weather and will resume in Spring.	
23/24	South & North bridge replacement (Design +1st half construction)	Pearson Park	GO	\$ 300,000	X	X						Under Design	N/A	PSA approved at 6/5 Council. Intent is to bid project in early 2024.	
23/24	Softball Lighting - Quinn Field	Holiday Park Softball	GO	\$ 150,000								Under Construction	N/A	funds given to Girls Softball for completion	

					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)	Retainage Paid			
23/24	Maintenance Building, Pickleball Shelter, and Restroom (Design)	Valley View Park	GO	\$ 200,000	X	X						Under Design	N/A	PSA approved at 9/5 Council. Design in progress.
Budgeted / Professional Services Agreement or Construction Contract Not Yet Awarded.														
22/23	Shelter/Restroom/BB Court/Trails/Overlook (Design)	Hidden Point Park	GO	\$ 150,000										funding for construction delayed to FY 24/25.
22/23	1st Street River Access (Construction)		GO	\$ 300,000										\$75,000 transferred to Playground Replacement (Peony/Scenic Valley/Willow Springs); need second portion of funding in 23/24; delayed due to change in location Polk County Conversation half of construction
23/24				\$ 550,000										
22/23	Boat Locker Expansion (Phase 3)	Raccoon River Park	GO	\$ 75,000										Funds transferred to Playground Replacement (Peony/Scenic Valley/Willow Springs)
22/23	Grand Avenue Trail Sidepath (Design)	Gap west of I-35	GO	\$ 125,000										Will be done with street widening design
23/24	Play Equipment Replacement (design)	Ashawa, Wild Rose	GO	\$ 120,000										funding for design delayed to FY 24/25.
23/24	Marathon Loop - Sugar Creek Trail Phase 2 (1st half construction)	Sugar Creek Trail	LOSST	\$ 400,000										earliest construction can start is in 2025 following completion of WRA project.
23/24	Parking Lot/ Grading/ Utilities (Construction)	Valley View Park	GO	\$ 750,000										project currently under design. Intent is to bid in January 2024